

**DOCUMENT CHECKLIST FOR
UNITED STATES DEPARTMENT OF TRANSPORTATION
DISADVANTAGED BUSINESS ENTERPRISE
RENEWAL**

The completed renewal application includes submitting copies of the following documents. To be sure that you have enclosed all requested documents, place an [X] by the document submitted. Mark "N/A" by those documents requested that do not apply to your business. **FAILURE TO SUBMIT THE REQUESTED DOCUMENTS WILL DELAY THE PROCESSING OF YOUR APPLICATION.**

- ☐ Resumes for all new key managers, officers, and directors hired within the last three years. The resume must include education, training, places and dates of employment, and description of duties/responsibilities.
- ☐ Current Personal Tax Returns including ALL schedules for all owners claiming economic and social disadvantaged.
- ☐ Complete the Personal Net Worth Statement (PNW) for all owners claiming economic and social disadvantage including a financial statement for all businesses owned by the applicants and their spouses.
- ☐ Current Business Tax Returns including ALL schedules. [If your firm is a corporation or a partnership and you have filed an Extension of Time to File form #7004, submit the form in lieu of current year return and still submit the most recent return.]
- ☐ Minutes of all Board of Directors and Shareholders meetings held within the last three years.
- ☐ Wisconsin Domestic Corporation Annual Report filed with the Secretary of State within the last three years. [If outside Wisconsin, submit the Corporation Annual Report(s) for your home state.]
- ☐ New or Amended Articles of Incorporation, By-laws, and Stock Certificates including cancelled Stock Certificates issued within the last three years.
- ☐ New or Updated Lease Agreement(s) obtained within the last three years. [Include agreements for office and/or Warehouse space, equipment, vehicles, distributor agreements, management/technical support agreements, etc.]
- ☐ W-3 Transmittal and W-2 Forms for the last three years for all employees.
- ☐ New or Renewed Loan Notes obtained within the last three years including Security/Collateral Agreements, Personal Guarantees, etc.
- ☐ Financing Agreements for equipment, vehicles and facilities purchased by credit within the last three year.
- ☐ New or Reissued Bank Signature Card(s) and/or Corporate Borrowing/Depository Resolution obtained within the last three years.
- ☐ New or Renewed Certification Letters/Certificates with other agencies within the last three years.
- ☐ Copy of Bonding Certificate and Insurance Declaration Page(s).
- ☐ Copy of licenses held by the firm in the primary field of work, if applicable.

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Important Reminders:

- **If there have been any changes in ownership or control of your firm within the last three years or since your last certification renewal, you should contact the DBD Certification Section immediately.**
- **If you are NOT a member of one of the designated groups identified in Section 26.67(a) of Rule 26, i.e. Women, Black, Hispanic, Native American, Asian-Pacific, Subcontinent Asian, or other minority found to be Disadvantaged by the SBA, you must demonstrate by a preponderance of the evidence, that you meet the individual disadvantage criteria on a case-by-case basis. See Appendix E of 49 CFR Part 26 – Final Rule, for guidance on how to respond.**